



CONSTRUCTION SUPERVISOR II
(CORRECTIONAL FACILITY)

Final Filing Date: November 12, 2009

PROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:

DEPARTMENT OF CORRECTIONS AND REHABILITATION (including Prison Industry Authority and excluding California Prison Health Care Services [Plata])

WHO SHOULD APPLY COMPETITION LIMITED TO STATE EMPLOYEES
Applicants must have a permanent civil service appointment with the Department of Corrections and Rehabilitation OR must be: 1) a current or former employee for the Legislature for two or more years as defined in Government Code § 18990; 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992.; OR 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2

NOTE: Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or In person with:
Department of Corrections and Rehabilitation Office of Workforce Planning and Selection P.O. Box 942883 Sacramento, CA 94283-0001 (916) 322-2545
Department of Corrections and Rehabilitation Office of Workforce Planning and Selection 1515 "S" Street, Room 522-N Sacramento, CA 95811-7243 (916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Workforce Planning and Selection.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS November 12, 2009, is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during January/February 2010.

SALARY RANGE(S) As of: September 23, 2009

\$5,333 - \$6,482

MINIMUM QUALIFICATIONS Either I
One year of experience in the California state service performing construction duties at a level of responsibility equivalent to the class of Construction Supervisor I (CF)

Or II
Experience: Broad and extensive (more than five years) experience as a general contractor or superintendent in full-time direction of Trade Craft Supervisors involved in construction, renovation, or large scale repair of major buildings such as schools or hospitals. [Experience in California state service applied toward this requirement must include at least one year performing construction duties at a level of responsibility equivalent to the class of Construction Supervisor I (CF).] and

Education: Completion of the equivalent of 60 semester units of college courses with major work in architecture, engineering, or a related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Special Personal Characteristics: Willingness to travel; leadership; tact; patience; understanding of the problems of adult or youthful offenders in custody; and demonstrated interest in training programs for adult or youthful offenders.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

EXAMINATION
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:**
- 1. Materials, methods and processes used in the construction of wood, steel frame, masonry and concrete buildings
 - 2. Work of the various building and mechanical trades
 - 3. Various codes and safety orders applicable to building construction
 - 4. Defects of and grading rules for lumber
 - 5. Methods of proportioning concrete aggregates, designing concrete mixes and proper methods of mixing, placing and curing plain and reinforced concrete
 - 6. Mortar and grout mixes
 - 7. Methods of steel frame erection, reinforced concrete construction, forms and shoring
 - 8. Soils, soil compacting
 - 9. Structural engineering designs
 - 10. Mechanical systems and equipment including steam boilers, air conditioning systems and the installation of gas and steam lines
 - 11. Painting, plumbing, heating, ventilating and electrical work
 - 12. State rules and regulations governing the purchase of construction materials
 - 13. Contract bidding
 - 14. Principles of effective supervision
 - 15. Principles and practices of administration, organization, budget and personnel management
 - 16. The Department's Equal Employment Opportunity program objectives
 - 17. A supervisor's role in the Equal Employment Opportunity program and process available to meet equal employment objectives.
- B. Ability to:**
- 1. Read and interpret architectural plans and drawings
 - 2. Calculate material quantities
 - 3. Detect deviations from plans and specifications by inspection
 - 4. Operate a motor vehicle
 - 5. Supervise, plan, organize, direct and evaluate the work of others
 - 6. Prepare correspondence and write clear and comprehensive reports
 - 7. Establish and maintain cooperative relations with facility staff
 - 8. Relate to youthful or adult offenders
 - 9. Effectively contribute to the Department's Equal Employment Opportunity objectives

ELIGIBLE LIST
INFORMATION

A departmental promotional eligible list(s) will be established to fill vacancies for the Department of Corrections and Rehabilitation. The list(s) will be abolished **12** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period. For each classification listed above, a separate eligible list will be established.

POSITION
DESCRIPTION AND
LOCATION(S)

A **Construction Supervisor II (Correctional Facility)** is a second line supervisor. Under general supervision, incumbents are responsible for administrative project supervision in a geographical area of multiple facilities; which includes administrative supervision of construction projects; review of estimates; inspection of work in progress for adherence to standards, codes and time schedules; participation in the recruitment, hiring, training and supervision of staff, inmates and casual trades person; coordination with union labor representatives and with facility vocational education; and does other related work.

Position(s) exist at various locations throughout the state with the Department of Corrections and Rehabilitation.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Veteran's Preference Points and career credits are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitation's Office of Workforce Planning and Selection at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and online at www.spb.ca.gov/jobs/stateapp.htm.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS